

SECRET

File: Records Management 1-4-2

Approved For Release 2005/11/21 : CIA-RDP70-00211R000700070014-1

29 September 1958

Records Management Staff Accomplishments During  
Period 1 April - 30 September 1958  
for Report to Killian Committee

Advancement in all aspects of the Agency's Records Management Program produced benefits valued at \$260,573. Typical accomplishments were: (1) Improved overseas forms management practices; (2) Increased efficiency of Agency operations through the analysis and design of 297 forms, (3) Completed five shelf file installations covering over 4,600 linear feet of records; (4) Converted 26 headquarters files to the Agency standard filing system; (5) Retired 5,493 cu. ft. of inactive records to the Records Center; <sup>\*</sup> *Completed the reorganization* (6) Occupied the new Records Center addition; and (7) *Completed* ~~Provided the Building Planning Staff with~~ plans for vault areas and the use of shelf filing equipment. *in new bldg.*

25X1

\* Destroyed 1,727 cu. ft.

To  for inclusion in  
Mgt Staff's report

9/29/58

*[Signature]*

Approved For Release 2005/11/21 : CIA-RDP70-00211R000700070014-1

SECRET

25X1

SECRET

Approved For Release 2005/11/21 : CIA-RDP70-00211R000700070014-1

Basis for Reporting Savings to the Killian Committee  
for the Period 1 April - 30 September 1958

1. Retirement of Records

(Based on 5,493 cu. ft. of records  
retained in safes and cabinets on  
a 2:1 ratio)

457 safes @ \$428 .....	\$ 195,596
229 cabinets @ 80 .....	<u>18,320</u>
Total	\$213,916

2. Surveys

a. Cancellation of purchase order for 64 5-dr. legal cabinets resulting from conversion to shelf files .....	\$ 4,825
b. Turn-in of 94 4 dr. safes from IR Mock-Up .....	40,232
c. Prevented rearrangement of OCR Library and provided for 26-30 months expansion utilizing space in reading room. ....	<u>1,600</u>
Total	\$ 46,657
Grand Total	<u>\$260,573</u>

Approved For Release 2005/11/21 : CIA-RDP70-00211R000700070014-1

SECRET